

APPROVED 9/3/2002

State of Texas
Records Retention Schedule

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11/5/03

Automated Facsimile of SLR-105

2. AGENCY CODE: 501

3. AGENCY: TEXAS DEPARTMENT OF HEALTH

4. Records Series
Item #

5. Agency
Item #

6. Records Series Title

7. RETENTION PERIOD
Agency Storage Total

8. Sec 9. Arch 10. Med 11. Vital

12. Remarks

___ ORIGINAL SUBMISSION
___ RECERTIFICATION
___ REPLACEMENT PAGE
___ ADDENDUM PAGE

136 - CONTRACT POLICY & MONITORING DIVISION (formerly GRANTS MANAGEMENT DIVISION)											
1.1	1530	FEDERAL GRANT INFORMATION (TYPES OF GRANTS & REQUIREMENTS)	US		US	O		P	X		
1.1.002	4620	CONTRACT AUDITS	AC+6MO	2Y6MO	AC+3	O		P			AC=PUBLICATION OR RELEASE OF FINAL AUDIT FINDINGS. MAY INCLUDE CONFIDENTIAL INFORMATION.
1.1.007	1528	CORRESPONDENCE, ADMINISTRATIVE	3		3	O	R	P	X		
1.1.008	1672	GENERAL CORRESPONDENCE	1		1	O		O			PAPER, ELECTRONIC
1.1.057	1671	TRANSITORY INFORMATION	AC		AC	O		O			PAPER, ELECTRONIC/AC=PURPOSE OF RECORD HAS BEEN FULFILLED.
2.1	1021	DOCUMENTATION (AUTOMATED RECORDS)	AC	3	AC+3*	O		P	X		95-501-197
3.1.001	4215	APPLICATIONS FOR PERMANENT EMPLOYMENT - NOT HIRED	2		2	O		P			CONTAINS SOME CONFIDENTIAL INFORMATION
3.1.014	1673	EMPLOYMENT SELECTION NOTES	2		2	O		P	X		MAY CONTAIN SOME CONFIDENTIAL INFORMATION
3.1.018	4217	GRIEVANCE RECORDS	AC+2		AC+2	O		P	X		MAY CONTAIN SOME CONFIDENTIAL INFORMATION /AC=FINAL DECISION ON GRIEVANCE
3.1.019	4218	PERFORMANCE JOURNALS	2		2	O		P			MAY CONTAIN SOME CONFIDENTIAL INFORMATION SUCH AS MEDICAL INFORMATION, SOCIAL SECURITY NUMBER, OR OTHER DATA PROTECTED BY THE PRIVACY DOCTRINE.
3.1.020	1674	PERSONNEL CORRECTIVE ACTION DOCUMENTATION/PERFORMANCE ADVISEMENT FORMS	AC+5		AC+5	O		P			MAY CONTAIN SOME CONFIDENTIAL INFORMATION; AC=TERMINATION OF CORRECTIVE ACTION
3.1.023	1023	POSITION/JOB DESCRIPTIONS	US+4		US+4	O		P	X		40 TAC 301.6(A)
3.4.004	4987	OVERTIME AUTHORIZATION	1	1	2	O		P			96-501-199
3.4.007	5456	TIME OFF AND/OR SICK LEAVE REQUESTS	FE+1	2	FE+3	O		O			PAPER, ELECTRONIC; 01-501-323
4.3.003	1028	EXPENDITURES	FE+3		FE+3 *	O		C	X		

RETENTION CODES (Field 7)

* - All Audit Requirements Will Be Met
AC - After Closed, Terminated, Completed, Expired, Settled
AV - As Long As Administratively Valuable
CE - Calendar Year End
FE - Fiscal Year End
LA - Life of Asset
MO - Months
PM - Permanent
US - Until Superseded

MEDIUM CODES (Field 10)

P - Paper
M - Microfilm
C - Computer Print-Out
E - Electronic
O - Other (Specify in Field 12)

ARCHIVAL CODES (Field 9)

A - Transfer to State
I - Retain in Agency
R - Review by State
O - Other (Specify in Field 12)

SECURITY CODES (Field 8)

O - Open Record
C - Confidential

VITAL CODES (Field 11)

Indicate with an X

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4.5.001	1534	WORKSHEETS FOR PREPARING REPORTS	FE	3	FE+3	O		P		95-501-196
4.5.002	1032	SALARY EXPENSE REPORTS	FE+3		FE+3	O		C		
4.7.008	1040	FEDERAL GRANT INFORMATION ON FILE FINAL EXPENDITURES	AC+3		AC+3 *	O		M	X	OMB CIR. 102 COMPUTER OUTPUT MICROFILM
4.7.008	1041	FEDERAL GRANT INFORMATION ON FILE	AC+1	2	AC+3*	O		P	X	OMB CIR. 102 91-501-074
5.1.001	1026	CONTRACTS BILLING INFO ON FILE	AC+2	2	AC+4 *	O		E	X	MAINTAINED ON PC RETENTION REQUIREMENTS MAY VARY IN THE CODE OF FEDERAL REGULATIONS FOR A SPECIFIC FUNDING SOURCE.
5.1.001	1027	CONTRACT PAYMENT INFORMATION	AC+2	2	AC+4 *	O		P	X	97-501-220
5.1.001	1529	CONTRACTS (LEASES)	AC+4		AC+4*	O		O	X	PAPER AND ELECTRONIC. ELECTRONIC FILES ARE MAINTAINED BY IS.
5.3	1683	PROCUREMENT CARD PURCHASES SUPPORTING DOCUMENTATION	FE+4		FE+4	O		P		

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